



# CR NEWS

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## Access and Dissemination Bureau (ADB) New Phone Options

### Non-Criminal Justice Audit and Training Unit - New Auditor: Dusti Siarski

My name is Dusti Siarski, and August 13th of this year marked my 8 years with DPS. I started in the Conroe Driver's License office in 2013. In 2016, I transferred to the Spring Mega Center. In January 2017 I applied and accepted the job as a Crime Laboratory Specialist, also referred to as Evidence Technician. August 2021, I accepted my current position as a Non-Criminal Justice auditor.

### New Phone Options:

As of July 1st, 2021, our phone options have changed. To contact the Access and Dissemination Bureau for questions related to the DPS Secure website, FACT Clearinghouse, Civil FBI Rap Back, the Criminal Justice Rap Back Program of Texas, Secure Site account information, billing questions, or information related to our Identogo fingerprinting locations, please call 512-424-2474.

The new options are as follows:

- Option 1 – Criminal History Inquiry Unit: For Secure Site or FACT Clearinghouse account inquiries and password resets.
- Option 2 – Criminal History Inquiry Unit: For inquiries regarding the status of Texas personal fingerprint results, open record request, legal name change, domestic or international adoptions, immigration, or how to obtain a personal criminal history record.
- Option 3 – Audit and Training Unit: For questions about agency audits, to schedule an audit training, questions about Security Awareness training, assistance with CJIS Audit or CJIS Online, or questions about audit forms.
- Option 4 – Billing Unit: For questions about invoices for established accounts or prepaid accounts.
- Option 5 – ADB Support: For fingerprinting appointment availability, location status, issues or concerns regarding the FAST program.
- Option 6 – Fingerprint Services Unit: For questions on the FACT Clearinghouse and FBI Rap Back programs, or technical concerns for the FAST program.

# CJIS Technical Security Office

## **Cybersecurity Awareness Month**

Our CJIS Technical Audit Team strives to bring security awareness training to the forefront in keeping the Law Enforcement resources secure in Texas. Security Awareness Training is a section 5.2 requirement in the FBI CJIS Security Policy. Annually, October is National Cybersecurity Awareness Month (NCSAM). We encourage everyone to stay safe online by participating in the NCSAM "Do Your Part. #BeCyberSmart." initiative encouraging personal accountability and proactive behavior in digital privacy, providing security best practices to common cyber threats and pursuing cybersecurity careers. Here are a few resources to keep one cyber aware.

The Center for Internet Security (CIS) analyzes current threats and provides information on best practices, tools and threat alerts. CIS is home to the Multi-State Information Sharing and Analysis Center (MS-ISAC) to assist with cyber threat prevention, protection, response, and recovery.

<https://www.cisecurity.org/blog/cis-securesuite-membership-free-for-u-s-slts-what-you-need-to-know/>

Take a break and learn something new with a short webinar. Every Friday in October for Cybersecurity Awareness Month bolster your knowledge regarding phishing scams. Perhaps attend a no cost CI Security webinar: "Don't Fall For It! Cybersecurity Awareness Training" session. To find out more information visit <https://app.livestorm.co/critical-insight/security-awareness-training>

The Texas A&M Engineering Extension Service (TEEX) provides DHS/FEMA funded training <https://teex.org/dhs-fema-funded/> and has some no-cost training for Texas offerings <https://teex.org/no-cost-training-for-texas/>

SANS is one of the most trusted and largest sources for information security training and certification. SANS also develops and maintains the largest collection of no-cost research documents and operates the Internet's early warning system - the Internet Storm Center. SANS Cyber Solutions Fest 2021—online provides information and advice on the latest technologies with solution providers, keep informed on upcoming sessions and talks, and share your insight and strategies with like-minded cybersecurity professionals for Oct. 21 & 22, 2021.

<https://www.sans.org/mlp/cyber-solutions-fest/>

The Center for Cyber Safety and Education, part of ISC<sup>2</sup> charitable trust, helps ensure all people across the globe have a positive and safe experience online through educational programs, scholarships, and research. Teachers and parents can find resources specifically targeted for families and younger children like Garfield in the classroom.

<https://iamcybersafe.org/s/garfields-cyber-safety-adventures>

Continue to stay safe online, practice smart digital habits and be cyber smart.

## Questions?

We're here to help! Contact your CJIS Technical Auditor or the CJIS Security Committee @ [Security.Committee@dps.texas.gov](mailto:Security.Committee@dps.texas.gov)

- To report incidents, remember to first contact the agency's Terminal Agency Coordinator, Local Agency Security Officer & IT Support.

- Notify the Operations Intelligence Center (OIC) at 1-888-DPS-OIC0 (1-888-377-6420). The OIC will then contact the CJIS Technical Auditor on call to reach you.

# Sex Offender Registration Bureau (SOR)

## SOR-Offense Codes Article-I.M.

The Sex Offender Registration Bureau has Consolidated Old Offense Codes! In the past when you filled out a CR-35 or added offenses to an offender's profile on the Secure Site, there was an exhaustive list of possible Offense Codes.

Going forward you will see that the options have been consolidated and some of the Offense Code Numbers now include the Penal Code subsection of said offense. For instance, Aggravated Kidnapping with an Affirmative Finding and the Victim was Younger Than 17 Years of Age - 10992004. In the past, there were 10 choices to enter on the drop-down that has now been consolidated to one. Sexual Assault of a Child - 22.011(a)(2) - 119911a2 - The first four numbers 1199 combined with the Penal Code subsection 11a2. This consolidation will save time with the added bonus of having substantially similar offenses easier to determine. The updated list is available on the secure site.

The Sex Offender Registration Bureau is available if you need any assistance or have any questions. Please feel free to contact us at 512-424-2800 or at [TXSOR@dps.texas.gov](mailto:TXSOR@dps.texas.gov)

## Criminal History Record Information Processing (CHRIP) Bureau

### **House Bill 1528 (Class C – Family Violence)**

House Bill (H.B.) 1528 went into effect on September 1, 2019. This bill amended chapter 66 of the Code of Criminal Procedures to require information in the computerized criminal history (CCH), relating to sentencing, to include for each sentence whether the judgment imposing the sentence reflects an affirmative finding of family violence. H.B. 1528 includes an offender charged with a Misdemeanor punishable by fine only that involves family violence, as defined in Section 71.004 of the Family Code, among the offenders for whom an arresting law enforcement agency is required to prepare a uniform incident fingerprint card and to initiate the reporting process of applicable offender data. This bill requires the clerk of the court exercising jurisdiction over the case to report the disposition (not just convictions) of all Class C offenses that the offender is charged for Class C, Family Violence, in accordance with H.B. 1528.

A new arrest disposition code was created and published for reporting these specific Class C offenses. The new arrest disposition numeric is 235. The 233 will still be used for all other Class C charges, the new 235 is only to be used on charges reported in accordance with H.B. 1528.

### **Age of Victim Reporting**

The Age of Victim field is only to be used in cases defined in Chapter 66.102 (h)(1-8) of the Code of Criminal Procedures. Please do not report a Victims Age if the offense does not meet the statutory requirements

### **Subscribing to the listserv**

The CHRIP Bureau has a listserv to inform all of our reporting agencies of updates, changes and any notifications about what is happening with the CJIS and JJIS Reporting. All Offense Code updates and CJIS Conference Information are sent to the listserv.

If you would like to subscribe to the listserv, please follow these steps:

- 1) Send an email to [LISTSERV@LISTSERV.DPS.TEXAS.GOV](mailto:LISTSERV@LISTSERV.DPS.TEXAS.GOV). Make sure that:
  - a. The subject line is left blank.
  - b. The message body is clear/blank (including signatures).
  - c. Type: SUBSCRIBE CJISJJIS FirstName LastName, in the message body.
- 2) Once you have completed that, you will receive an email stating that "You are now subscribed to the CJISJJIS list."

# Criminal History Record Information Processing (CHRIP) Bureau continued CJIS Website Portal

We are pleased to introduce Austin Jordan as the new Assistant Electronic Disposition Reporting (EDR) Coordinator. Austin is a great addition to our EDR team and will be working with the EDR Coordinator on all CJIS Website Portal functions and administration. His contact information is: Austin.Jordan@dps.texas.gov, phone number: 512-424-7585.

## Websites

The Crime Records Division is modernizing the CJIS Website Portal. This modernization effort is aimed at increasing the efficiency and user friendliness of the CJIS Site. The new CJIS Site will only support the following browsers: Microsoft Edge, Chrome, Safari, and Firefox. Due to end of life of Internet Explorer 11, this browser is not recommended and will not be supported by the modernized CJIS Site. The implementation will be completed in phases, prioritized by CJIS Site functions. Currently NICS Indices Entry Reporting, the Juvenile Sealing Worklist, Latent Reporting, and some county's EDR functions have been converted to the new CJIS portal. \*All EDR functions for all Counties will be converted to the new website on 10/04/2021.\*

If you are new to the CJIS Website and are new to Electronic Disposition Reporting (EDR) via the online portal, please complete the Application for Access on the New Website Portal, <https://cch.dps.texas.gov/les/>.

*If you have an existing CJIS Site Account, legacy site or new site, do not complete an Application for a New User for any purpose on either site. Contact [GRP\\_CJIS\\_SITE@dps.texas.gov](mailto:GRP_CJIS_SITE@dps.texas.gov) with the question or update to the existing account.*

**REACTIVATION:** Needed when the account has been Deactivated or Locked due to no activity in 30 days.

- Send an email to [GRP\\_CJIS\\_SITE@dps.texas.gov](mailto:GRP_CJIS_SITE@dps.texas.gov) with a request to Reactivate/Unlock the account.
- The request is manually processed by a person at DPS.
- The User receives an email from [cjis@dps.texas.gov](mailto:cjis@dps.texas.gov) that includes a link to reactivate the account. \*The email is sent to the User ID (email address) associated with the account.
- \*\*Use the link in that email.\*\*
- The link will take the user to the Security Profile page of the account. On that page, verify the Site Image, Site Phrase, and the Security Questions and Answers. If the link takes you to any other web page, contact your local IT Department.
- Create/Enter a New Password, confirm the New Password.
- Click on 'Save Changes'.
- The page will then navigate to the Login page.
- Login with the User ID and the newly created Password.

## TIPS:

- Deactivation/Locking after 30 days of Inactivity is an automatic process to stay in compliance with CJIS Security Policy. It cannot be stopped or delayed by anyone at DPS.
- Log into the account every two to three weeks, even if you do not complete any actions. This is the only way to reset the 30 day time clock.

## PASSWORD RESET:

- Enter the User ID (email address) on the Login page, click 'Login'.
- Click on 'Forgot Password' under the password field.
- Answer the Security Question. Enter a New Password, Confirm the New Password.
- Page will navigate to the Login page. Login using the new password.

If you do not remember the answer to the security question:

- Click on 'Forgot your Answer?'
- This will generate an email to the Entity Administrator of your agency.
- The Entity Administrator will open the email and click on the link in that email.
- That will take the Entity Administrator to the CJIS Site, where they will click on 'Reset Now' in the upper right corner.
- The User receives an email from the Entity Administrator that includes a link to reset the password. \*The email is sent to the User ID (email address) associated with the account.
- \*\*Use the link in that email.\*\*
- The link will take the user to the Security Profile page of the account. On that page, verify the Site Image, Site Phrase, and the Security Questions and Answers. If the link takes you to any other web page, contact your local IT Department.
- Create/Enter a New Password, confirm the New Password.
- Click on 'Save Changes'.
- The page will then navigate to the Login page.
- Login with the User ID and the newly created Password.

# Criminal History Record Information Processing (CHRIP) Bureau continued CJIS Website Portal

## TIP:

- If the Entity Administrator or the User do not receive the emails in the above situation, contact your local IT Department. There may be a firewall or email filter on the local network that is not allowing the emails to get to the intended Inbox.
- If there is not an Entity Administrator for your agency, the Password Reset request will be sent to the Website Administrator at DPS.
- The request is manually processed by a person at DPS.
- The User receives an email from [cjis@dps.texas.gov](mailto:cjis@dps.texas.gov) that includes a link to reset the password. \*The email is sent to the User ID (email address) associated with the account.
- \*\*Use the link in that email.\*\*
- The link will take the user to the Security Profile page of the account. On that page, verify the Site Image, Site Phrase, and the Security Questions and Answers. If the link takes you to any other web page, contact your local IT Department.
- Create/Enter a New Password, confirm the New Password.
- Click on 'Save Changes'.
- The page will then navigate to the Login page.
- Login with the User ID and the newly created Password.

## TIP:

If you do not receive the email from [cjis@dps.texas.gov](mailto:cjis@dps.texas.gov), check your junk/spam email folder. If the email is not there, contact your local IT Department to add [cjis@dps.texas.gov](mailto:cjis@dps.texas.gov) to the safe/allowed sender email list for your local network.

## PASSWORDS MUST:

- Not be the same as the previous 10 passwords.
- Be at least 8 characters long.
- Contain a number and a special character.
- Passwords are Case Sensitive.

## AUTHENTICATION CODE ENTRY:

Browser Authentication is required after every time internet cookies are cleared/deleted. If your browser settings are set to clear cookies at a regular interval (every time browser is closed, once a week, etc.) the Authentication is required the next time you access the CJIS Site.

It is important that you follow the steps below exactly when Authenticating a browser:

- Go to the login page, type in your User ID/email address.
- Page navigates to the Authentication page or opens it in a new tab.
- Important: \*\*Leave that page open. Do Not close the Authentication page.\*\* - If this page is closed before receiving and entering the PIN, then a new PIN will be generated and sent every time the page is opened. The data tables will not keep up with repeated PIN requests.
- Receive the Authentication PIN code via email.
- Enter that Authentication PIN and your password into the Authentication page.\*\* - The Authentication webpage will time out after 15 minutes. If the code is not entered in that 15 minute window, a new code will be required.
- It should then navigate back to the Login page and/or give a message that the browser has been successfully authenticated.

## ACCOUNTS:

- Do not share your password with anyone at any time, not even Entity or Website Administrators.
- Do not share an account with multiple users. To stay in compliance with FBI CJIS Security Policy, accounts are single user specific. This includes the email address/User ID on the account, only one person, the site user, can have access to that email account.
- There is no limit to the number of users an agency can have with individual accounts and individual email addresses/User IDs on the CJIS Website.

# CRS Auditors/Field Representatives

## CJIS Security Office

James Buggs	CJIS Technical Auditor		james.buggs@dps.texas.gov	512-424-7794
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Deborah Wright	CJIS Technical Auditor		deborah.wright@dps.texas.gov	512-424-7876

## ACCESS & DISSEMINATION BUREAU

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Carlos Ramirez	Non-Criminal Justice Auditor		carlos.ramirez@dps.texas.gov	512-424-7384

## CRIME INFORMATION BUREAU

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Debra Hutson	TCIC Auditor		debra.hutson@dps.texas.gov	512-424-2232
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Melissa Walker	TCIC/TLETS Trainer		melissa.walker@dps.texas.gov	512-424-7309
Susan Whisenhunt	TCIC/TLETS Trainer		susan.whisenhunt@dps.texas.gov	512-424-2233

## CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

Andrew "Drew" Lambert	CJIS Auditor	Region 1	andrew.lambert@dps.texas.gov	903-255-5795
Jeff McIlhaney	CJIS Auditor	Region 2	jeff.mcilhaney@dps.texas.gov	979-776-3167
Craig Lopez	CJIS Auditor	Region 3	craig.lopez@dps.texas.gov	512-424-7614
Allante Smith	CJIS Auditor	Region 4	allante.smith@dps.texas.gov	512-424-7618
Orlando Gallegos	CJIS Auditor	Region 5	orlando.gallegos@dps.texas.gov	512-424-5539
Aaron Bonner	CJIS Auditor	Region 6	aaron.bonner@dps.texas.gov	512-424-5068
Anna Gay	CJIS Auditor	Region 7	anna.gay@dps.texas.gov	512-424-7552
Christopher Fiest	CJIS Auditor	Region 8	christopher.fiest@dps.texas.gov	512-424-7792
Vacant	CJIS Auditor	Region 9	@dps.texas.gov	512-424-2478
	CJIS Auditor Assistant Line			512-424-2478

## INCIDENT BASED REPORTING BUREAU

Jennifer "Jenn" Bushee	Field Service Rep	Region 1	jennifer.bushee@dps.texas.gov	512-424-2987
Elizabeth "Beth" Carroll	Field Service Rep	Region 2	elizabeth.carroll@dps.texas.gov	512-424-2569
Jaimee Mayes	Field Service Rep	Region 3	jaimee.mayes@dps.texas.gov	512-424-2460
Laurie Connally	Field Service Rep	Region 4	laurie.connally@dps.texas.gov	512-424-2025
Leslie Dvorak	Field Service Rep	Region 5	leslie.dvorak@dps.texas.gov	512-483-1625
Alejandra "Alex" Martinez	Field Service Rep	Region 6	alejandra.martinez@dps.texas.gov	512-424-2911

## SEX OFFENDER REGISTRATION BUREAU

Tyon Cooper	SOR Field Rep	Region 1	tyon.cooper@dps.texas.gov	512-424-7615
Charles Francis	SOR Field Rep	Region 2	charles.francis@dps.texas.gov	512-424-2343
Christine Shuler	SOR Field Rep	Region 3	christine.shuler@dps.texas.gov	512-424-7047
Barry Ives	SOR Field Rep	Region 4	barry.ives@dps.texas.gov	512-424-5835
Irene Munoz	SOR Field Rep	Region 5	irene.munoz@dps.texas.gov	512-424-7650
Michael Holm	SOR Field Rep	Region 6	michael.holm@dps.texas.gov	512-424-7892
Rafael Martinez	SOR Field Rep	Region 7	rafael.martinez@dps.texas.gov	512-424-5578
Todd Hittner	SOR Field Rep		todd.hittner@dps.texas.gov	512-424-7885

# DPS IDENTIFICATION SUPPLIES ORDER FORM



## DPS IDENTIFICATION SUPPLIES ORDER FORM

CR-12 (Rev. 1/2021)

TO: CRIME RECORDS DIVISION  
 TEXAS DEPARTMENT OF PUBLIC SAFETY  
 PO BOX 4143  
 AUSTIN TX 78765-4143

Date: \_\_\_\_\_

Website address for FBI supply order: <https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form>

Please furnish the following supplies:

FORM NUMBER	DESCRIPTION	#PER PACKAGE	QUANTITY
CR-6	DPS Applicant Fingerprint Card*	250 per package	
CR-12	DPS Identification Supplies Order Form	100 per pad	
CR-23	Out of State Probation; Parole Supervision Fingerprint Card	single cards	
CR-26	Death Notice Form	100 per pad	
CR-42	Request for Criminal History Check	100 per pad	
CR-43	Adult Criminal History Reporting Form With Preprinted TRN and Fingerprint Card Attached*	100 per package	
CR-43	Adult Criminal History Reporting Form With Fingerprint Card Attached*	100 per package	
CR-43J	Juvenile Criminal History Reporting Form With Preprinted TRN and Fingerprint Card Attached*	100 per package	
CR-43J	Juvenile Criminal History Reporting Form With Fingerprint Card Attached*	100 per package	
CR-43P	Adult Probation Supervision Reporting Form With Preprinted TRN and Fingerprint Card Attached*	200 per package	
CR-43P	Adult Probation Supervision Reporting Form With Fingerprint Card Attached*	200 per package	
CR-44	Adult Supplemental Reporting Form	100 per package	
CR-44J	Juvenile Supplemental Reporting Form	100 per package	
CR-44S	Adult Supplemental Court Reporting Form	100 per pad	
CR-45	Adult DPS Fingerprint Card*	250 per package	
CR-45J	Juvenile DPS Fingerprint Card*	250 per package	
	Fingerprint Card Return Envelopes (For arresting agencies only)	100 per box	

\*DPS does not pre-stamp the agency ORI on any fingerprint card  
 +Overnight services are available at ordering agency's expense

AGENCY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

**NOTE:** Please order minimum of three months supply.  
 Please submit your order at least 4 weeks  
 prior to depletion of your supplies.

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ATTENTION \_\_\_\_\_

**NOTICE:** Provide a complete shipping address.  
 PO Boxes are acceptable.

PHONE # (            ) \_\_\_\_\_

**Direct questions concerning supply orders to (512) 424-2367**  
**Fax# (512) 424-5599 • [crssupplyorder@dps.texas.gov](mailto:crssupplyorder@dps.texas.gov)**

# CRS DIRECTORY

## CRD MANAGEMENT

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Vacant	Senior Director, CRD	@dps.texas.gov	512-424-2407

## CJIS Security Office

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## ACCESS & DISSEMINATION BUREAU

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Tanya Wilson	Program Supervisor, CHIU	tanya.wilson@dps.texas.gov	512-424-2523
Catalina Rodriguez-Combs	Fingerprint Services Supervisor	catalina.rodriquez-combs@dps.texas.gov	512-424-5894
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Jennifer Norton	Program Supervisor-Billing Unit	jennifer.norton@dps.texas.gov	512-424-2312
Lisa Garcia	CRS Billing Clerk	lisa.garcia@dps.texas.gov	512-424-2912
Assistance Line	Record Checks		512-424-5079
Assistance Line	Secure Site		512-424-2474
Tierra Heine	CJIS/JJIS Forms and Fingerprint Card Supplies	tierra.heine@dps.texas.gov	512-424-2367
Vacant	CJIS/JJIS Forms and Fingerprint Card Supplies		512-424-2367
	crssupplyorder@dps.texas.gov		<b>512-424-5599</b>

Fax order form to:

## CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

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Brittany Chromcak	Supervisor, CCH Data Entry/Control Unit	brittany.chromcak@dps.texas.gov	512-424-7290
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Kerrie Herrera	Evening Shift Supervisor, CCH Data Entry/Control	kerrie.herrera@dps.texas.gov	512-424-2473
Cassandra Richey	EDR Coordinator	cassandra.richey@dps.texas.gov	512-424-2479
Austin Jordan	Assistant EDR Coordinator	austin.jordan@dps.texas.gov	512-424-7585
Error Resolution Assistance Line			512-424-7256
CJIS Auditor Assistance Line			512-424-2478

## BIOMETRIC SERVICES BUREAU

Loann Garcia	Manager	loann.garcia@dps.texas.gov	512-424-2409
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